

**S-E-C-R-E-T**  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140018-3  
**REPORTS INVENTORY**

PREPARE IN DUPLICATE

DDS/OTR/OS-10

1. TITLE OF REPORT (if a fill-in report include Form No.)

Library Accessions List

2. TYPE  
OF  
REPORT

STATISTICAL  
☒ NARRATIVE  
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING  
LOGISTICS ☐ SECURITY  
MEDICAL ☐ FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

Orig

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)  
1 (OTR/ISS)

7. FORMAT (memorandum, form  
computer print-out, etc)  
Memo

8. ADP PROCESSING

YES ☐ IF YES GIVE ADP PROCESSING NO.  
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT  
DTR announcement in Staff Meeting  
June 1967

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

C/OS

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

0

**12. COST FACTORS**

**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	4.50	.50		2.25	12		27.00

**B. COSTS OF COMPUTER PRODUCED REPORTS**

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TOTAL COSTS PER YEAR

27.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

We were asked to do this and are not in a position to justify.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS ☒ OTHER (explain) Don't know  
CHANGE  
DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
?	?

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Operations School/TR

18. EXTENSION

☐ STAT